

## Subcontractor Property Survey

Subcontractor Information					
Subcontractor Name		Cage Code	Inventory Control Number		
Address					
City		State	Zip Code		
Survey Completed By					
Name	Title	Email Address	Telephone Number		
<b>Please answer each question by checking Yes, No, or N/A. Include references to remarks in the Comments Section</b>					
Property Management			Yes	No	N/A
1a. Does your organization have written procedures for the control, protection, and maintenance of Buyer and/or Government Property?					
1b. Are written procedures current?					
2. Does your organization have an established system to address property control?					
3a. Does your organization have contracts directly with the U.S. Government?					
3b. If yes, has the U.S. Government granted approval of your property control system?					
3c. If yes, please provide a copy of your latest Government approval letter.					
4. Does your organization adhere to Subcontract requirements for reporting loss, damage, theft, or destruction of Battelle and/or Government property in the subcontractor's custody?					
Acquisition			Yes	No	N/A
5a. Are you currently in possession of Government Property (either furnished or acquired)? If so, complete Inventory Form (attached).					
5b. Are items of property acquired, including transfers, in accordance with Subcontract terms and conditions?					
Receiving			Yes	No	N/A
6. Does your organization maintain a file of documents evidencing receipt and issuance of property?					
7. Do you have a system for reporting discrepancies incident to receipt (i.e. transit related, shortages, overages, damages) of property?					
Identification			Yes	No	N/A
8. Are items, which have been furnished, fabricated or acquired, clearly identified in accordance with subcontract instructions?					
Storage and Movement			Yes	No	N/A
9. When property has been relocated off-site or to a subcontractor, is the new location recorded and the equipment log updated?					
10. Is storage adequate to provide for the protection of the property?					
11. Is adequate protection provided during movement, such as packaging, covering, skidding, proper handling equipment, procedures, techniques, and safety precautions?					
12. Does subcontractor have a locator system or technique used to locate property within a reasonable amount of time?					
Utilization / Consumption			Yes	No	N/A
13a. Is property used/consumed only as authorized by the Subcontract?					
13b. If no, is written authorization on file? (Please provide a copy of authorization.)					
Maintenance / Calibration			Yes	No	N/A
14. Does your organization have an adequate preventative maintenance program?					
15. Does your organization maintain adequate calibration records?					

Records	Yes	No	N/A
Does your organization maintain records which include, at a minimum, the following?			
16a. Property Identification Number?			
16b. Description?			
16c. Accountable Contract (or equivalent code) and/or Subcontract			
16d. Location			
16e. Cost of each item			
16f. Origination date and/or date of last transaction with supporting documentation			
16g. Ownership			
16h. Disposition			
17. Do records of Special Tooling include the part number on which used?			
18. Are general-purpose components of Special Test Equipment/Plant Equipment identified as part of a top assembly?			
Physical Inventory	Yes	No	N/A
19. How often does your organization perform periodic physical inventories?			
20. Are inventory results reported in accordance with the terms and conditions of the subcontract?			
21a. Does your organization have Battelle/Government owned sensitive property (Arms, Ammunition or Explosives, Category 3) in their custody?			
21b. If yes, is sensitive property physically inventoried as frequently as necessary, but in no case less often than annually, to obtain continuous control and agreement between physical inventories and record balances?			
Subcontractor Control	Yes	No	N/A
22a. Does your organization have Battelle and/or Government property located at a sub-tier supplier? If yes, please provide a list of sub-tier supplier names and locations with property.			
22b. Are applicable and thorough property control requirements being flowed down from the subcontractor to the sub-tier supplier?			
22c. Are sub-tier suppliers reviewed for compliance?			
Disposition / Contract Closure	Yes	No	N/A
23a. Does your organization have residual property from any Subcontract, which has not been reported as excess?			
23b. If Yes, please provide a list of excess property with Property Survey.			
Comments (Please Reference Section Number)			
Subcontractor Certification			
As a Representative authorized to sign for the Company, I hereby certify the information provided above is true and accurate to the best of my knowledge and belief.			
Signature			Date
<b>Return a completed copy of this form to:</b> Battelle Memorial Institute Attn: Bryon Williams 505 King Avenue, A3-035 Columbus, OH 43201		<b>Questions? Contact:</b> williab@battelle.org (614) 424-7465	

# Government Property Inventory Form



INTERIM            **SUBCONTRACTOR:** \_\_\_\_\_  
 FINAL             **SUBCONTRACT NO.:** \_\_\_\_\_

**RESIDUAL GOVERNMENT PROPERTY:**

Item No.	Description (Including Manufacturer)	Quantity	Model Number	Serial Number	National Stock No. (NSN)	Condition Code	Acquisition Cost	Method of Acq. Code	Bid Offer for Purchase
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

**Condition Codes**

- AN New/unused - issuable to all customers without limitation
- AU Used-shows some wear, but can be used without significant repair
- BN New/used - includes items with 3-6 months remaining shelf life
- BU Used - includes items with 3-6 months remaining shelf life
- F7 Not usable in current condition - can be economically repaired
- HX Property is unserviceable and does not meet repair criteria
- SS Scrap - no value except for basic material content

**Method of Acquisition Codes**

- SCP - Purchased by Subcontractor
- CON - Constructed by Subcontractor
- GFP - Furnished by Battelle/Government

Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

